

SUBJECT: Promotions	NUMBER: 1-31.02
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: PER.07.01, PER.07.02	APPROVED: Sheriff

I. POLICY

This agency shall provide a career development path for all personnel, in order to promote, develop, and improve knowledge, skills, and abilities so that personnel are more qualified for specialized positions and promotions. The administration is committed to ensuring that agency personnel have equal access to training and development opportunities.

II. RULES AND PROCEDURES

A. Sergeant promotion

1. Promotion to sergeant is defined in collective bargaining agreement (CBA) and subject to change as negotiated with the County of Valencia.

B. Lieutenant promotion

1. When a lieutenant position opens the vacancy will be posted for five (5) consecutive business days.
2. Must be a non-probationary sergeant with the Valencia County Sheriff's Office.
3. Candidates must meet the minimum education, experience, knowledge, skills, and abilities for positon of lieutenant as specified in the Valencia County job description.
4. Must provide a letter of interest and a resume that is submitted through the chain of command to the Undersheriff.
5. Candidates will be subject to a file review and interview with the Sheriff.
6. The Sheriff will ensure that all elements in the promotion process are job related.
7. The Sheriff will make the final selection and the results will be posted.
8. The candidate selected to fill the vacancy will be on probation for a period of ninety (90) days as stated in the County Personnel Rules and Regulations section 5.2.

C. Chief Deputy promotion

1. When a chief deputy position opens the vacancy will be posted for five (5) consecutive business days.
2. Must be a non-probationary lieutenant with the Valencia County Sheriff's Office.
3. Candidates must meet the minimum education, experience, knowledge, skills, and abilities for the position of chief deputy as specified in the Valencia County job description.
4. Must provide a letter of interest and a resume to the Undersheriff.
5. Candidates will be subject to a file review and interview with the Sheriff.
6. The Sheriff will ensure that all elements in the promotion process are job related.
7. The Sheriff will make the final selection and the results will be posted.
8. The candidate selected to fill the vacancy will be on probation for a period of ninety (90) days as stated in the County Personnel Rules and Regulations section 5.2.